

DOE 1100.6A
6-8-92

THIS PAGE MUST BE KEPT WITH DOE 1100.6A, DEPARTMENTAL ORGANIZATION CONTROL SYSTEM.

DOE 1100.6A, DEPARTMENTAL ORGANIZATION CONTROL SYSTEM, HAS REVISED DOE 1100.6 TO REFLECT ORGANIZATIONAL TITLE, ROUTING SYMBOL, AND OTHER EDITORIAL REVISIONS REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE BEEN MADE. DUE TO THE NUMBER OF PAGES AFFECTED BY THE REVISIONS, THE ORDER HAS BEEN ISSUED AS A REVISION.

CANCELED

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 1100.6A

6-8-92

SUBJECT:

DEPARTMENTAL ORGANIZATION CONTROL SYSTEM

1. PURPOSE. To assign responsibilities and authorities and to establish procedures for approval of organization changes within the Department of Energy (DOE).
2. CANCELLATION. DOE 1100.6, DEPARTMENTAL ORGANIZATION CONTROL SYSTEM, of 9-22-82.
3. OBJECTIVE. DOE organizations shall be kept as simple and as few as possible while still meeting the Departmental mission requirements.
4. DEFINITIONS.
 - a. Organization Change. The establishment of a new organization, abolishment of an existing organization, or a change in the name, structure, geographic location, mission, functions, or relationship of an existing organization.
 - b. Department. The DOE in its entirety, consisting of all its organizational elements, wherever located. The term may not be used to refer to anything less than the entire Department.
 - c. Departmental Elements. First-level organizations in Headquarters and the field. For purposes of this Order, "first-level" is defined as the Secretary, the Deputy Secretary, Under Secretary, Secretarial Officers and Heads of Field Elements.
 - d. Secretarial Officers. The Heads of Departmental Elements reporting to the Secretary, either directly, or through the Deputy Secretary or the Under Secretary.
 - e. Program Secretarial Officer. A senior outlay program official, including the Assistant Secretaries for Conservation and Renewable Energy (CE), Defense Programs (DP), Fossil Energy (FE), Nuclear Energy (NE), Environmental Restoration and Waste Management (EM) and the Directors of Energy Research (ER); Civilian Radioactive Waste Management (RW); New Production Reactors (NP).
 - f. Headquarters Elements. Departmental components located in the Metropolitan Washington, D.C. area, including the Germantown facility.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Organization, Resources
and Facilities Management

- g. Field Elements. Departmental components located outside the Metropolitan Washington area.
- h. Department of Energy (DOE) Field Office (FO). The field offices formerly titled Operations Offices, including DOE Albuquerque Field Office, DOE Chicago Field Office, DOE Idaho Field Office, DOE Nevada Field Office, DOE Oak Ridge Field Office, DOE Richland Field Office, DOE San Francisco Field Office, DOE Savannah River Field Office, and DOE Fernald Field Office.

5. RESPONSIBILITIES AND AUTHORITIES.

- a. The Secretary of Energy shall:
 - (1) Approve organization changes involving those Headquarters organizations at a level reporting to the Secretary either directly or through the Deputy Secretary or the Under Secretary and the next organizational level in those components (Offices of Deputy Assistant Secretaries or equivalent. (See Attachment 1.)
 - (2) Approve organization changes involving the first level of field organizations which report directly to a first level Headquarters organization.
- b. The Director of Administration and Human Resource Management (AD-1), shall:
 - (1) Approve Headquarters organization changes at the third and fourth levels. (See Attachment 1.)
 - (2) Approve field organization changes at the second level. (See Attachment 1.)
- c. Secretarial Officers shall approve Headquarters organization changes at the fifth level (see Attachment 1) and below, subject to advance coordination with AD-1 before announcement and implementation.
- d. Heads of Field Elements shall approve field organization changes at the third level (see Attachment 1) and below, subject to advance coordination with AD-1 before announcement and implementation.

6. PROCEDURES.

a. Organization Changes Requiring Secretarial or AD-1 Approval.

- (1) An organization change proposal shall be prepared in accordance with procedures described herein, and submitted to AD-1 (Attention: Office of Organization, Resources and Facilities Management (AD-10)) for coordination and review prior to transmittal to the approving official.
- (2) Field Elements will send proposals through their cognizant Program Secretarial Officers for concurrence.
- (3) To ensure that the approving-official is adequately advised on a factual and comprehensive basis regarding proposed changes in organization structure and in mission and functional assignments, organization change proposals shall be in Action Memorandum format and contain, as a minimum, the following information:
 - (a) A succinct description of the proposed change, including, where appropriate, justification for the change, expected program impact, staffing impact, management benefits and costs, and an appropriate explanation of any expected implementation problems. (The foregoing items may be addressed in the Action Memorandum transmitting the complete change proposal or in attached documentation.)
 - (b) A copy of the existing and proposed organization charts for the affected organization which shows authorized positions for each organizational component both before and after the proposed change.
 - (c) Proposed mission and function statements for affected organization components.
 - (d) An analysis of the impact of the change on Senior Executive Service positions.
 - (e) A crosswalk listing of onboard personnel before and after the proposed change.
- (4) Organization changes shall not be announced or implemented until approval is granted and appropriate union coordination and other pre-release clearances have been obtained.

b. Headquarters Organization Changes Requiring Advance Coordination with the Director of Administration and Human Resource Management.

(1) Headquarters organization changes requiring advance coordination with AD-1 shall be submitted to AD-10 and include as a minimum the following information:

(a) A succinct description of the proposed change and justification addressed in a memorandum transmitting the complete organization change proposal.

(b) The same information identified in paragraphs 6a(3)(b), (c), (d), and (e).

(2) After approval and coordination with AD-1, organization changes shall not be announced or implemented until appropriate union coordination and other pre-release clearances have been completed.

c. Field Element Organization Changes Requiring Advance Coordination with AD-1. Field organization changes requiring advance coordination with AD-1 shall be submitted to AD-10 and include in the organization proposal the same information identified in paragraphs 6a(3)(b), (c), (d), and (e); and 6b(1) (a).

d. Revised Organization Codes and Routing Symbols.

(1) After organizational approval has been granted or advance coordination obtained, the Organization and Manpower Analysis Division (AD-13) shall prepare organization codes and routing symbols to reflect the new organization structure.

(2) Notification of organizational approvals, and associated organization codes and routing symbols shall be transmitted to all affected organizations by memorandum from the Director of Organization, Resources and Facilities Management.

e. Implementation Actions.

(1) Heads of organizations who have received appropriate approval of organization changes shall be responsible for initiation of implementation actions.

(2) The staff of AD-10 and AD-50 will be available for implementation assistance and consultation.

(3) All implementation actions must be initiated within 60

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5 (and 6)

days after the date of approval, including the submission of updated position descriptions for affected positions, with a target of completion within 120 days after the organization change has been approved.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

CANCELED

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<u>LEVEL</u>	<u>APPROVAL AUTHORITY</u>	<u>HEADQUARTERS ORGANIZATION TITLE</u>	<u>EXPLANATION</u>
1 ¹	Secretary	Assistant Secretary or Head of other Headquarters component.	Includes Secretarial Officers located at Headquarters.
2	Secretary	Deputy Assistant Secretary or equivalent.	Includes only multiple Deputy Assistant Secretaries or similar titles which indicate direct program or functional management responsibility over a discrete organization component reporting to a Level 1 Head.
3	Director of Administration and Human Resource Management	Office	When multiple Deputy Assistant Secretaries or components with similar titles are not established, the "office" title shall be used for components at Level 2, in which case, the titles of division, branch, section, and unit would be used for components established at Levels 3 through 6.
4	Director of Administration and Human Resource Management	Division	
5	First Level Headquarters Organization Head ¹	Branch	
6	First Level Headquarters Organization Head ¹	Section	
7	First Level Headquarters Organization Head ¹	Unit	

¹ Subject to advance coordination with Director of Administration and Human Resource Management.

<u>LEVEL</u>	<u>APPROVAL AUTHORITY</u>	<u>FIELD ORGANIZATION TITLE</u>	<u>EXPLANATION</u>
1	Secretary	Heads of Field Elements.	Includes all field elements regardless of title which report to the Secretary, either directly or through the Deputy or Under Secretary, or to a Program Secretarial Officer.
2	Director of Administration and Human Resource Management	Assistant Manager, Assistant Administrator, or equivalent.	Used when multiple Assistant Managers or similar titles indicate direct project, functional, or operational management responsibility over a discrete organization component reporting to a Level 1 Head.
3	Field Element Head ¹	Division	When Assistant Managers or components with similar titles are not established, the "Division" title shall be used for components at Level 2, in which case, the titles of branch, section, and unit would be used for components established at Levels 3 through 5.
4	Field Element Head ¹	Branch	
5	Field Element Head ¹	Section	
6	Field Element Head ¹	Unit	

¹ Subject to advance coordination with Director of Administration and Human Resource Management, before announcement and implementation.